

January 8, 2010

- Working Title:** Regulatory Analyst (Note: this position may be filled at the Regulatory Analyst 1 or 2 level or with an in-training appointment as a College Career Graduate-Business, Finance and Public Administration)
- Type of Position:** Full-Time, Permanent
- Location:** Olympia, Washington
- Salary Range:** Regulatory Analyst 1 - \$3,213 to \$4,214 per month
Regulatory Analyst 2 - \$3,918 to \$5,136 per month
College Career Graduate - \$2,426 to \$3,135 per month
- Benefits:** The UTC offers a comprehensive benefits package
- Closing Date:** This recruitment is open until the position is filled. Initial screening of applicants' materials will begin on January 29, 2010.

The Washington Utilities and Transportation Commission (UTC) is seeking a motivated individual to perform analysis on routine or complex regulatory matters that impact multi-billion dollar energy utilities, energy consumers, and other stakeholders.

AGENCY OVERVIEW

The UTC regulates the rates, services and practices of privately-owned utilities and transportation companies, including: electric, telecommunications, natural gas, water, and solid waste collection companies, private commercial ferries, buses and household goods movers. The agency also enforces pipeline and railroad safety standards.

The mission of the UTC is to protect consumers by ensuring fairly priced, available, reliable and safe utility and transportation services. The UTC helps consumers make informed choices; provides regulatory oversight in the absence of competitive markets; ensures consumer protection is maintained during and after the transition to more competitive markets; and ensures public safety is achieved by minimizing hazards resulting from company practices.

POSITION ROLE AND RESPONSIBILITIES

The Energy Section of the Commission regulates 7 electric and gas utilities generating \$3.5 billion in annual revenues and serving approximately 2.4 million customers. This position supports this by performing analysis and providing necessary recommendations to the Commission on complex energy tariff filings; petitions; or other energy matters that mostly involve electric and natural gas rates, terms and conditions for service (fairly priced and available service), and may involve resource acquisition and planning (reliable service) and compliance with applicable laws and rules (safe service). This position primarily analyzes the accounting aspects of setting rates for investor-owned utilities.

REQUIRED QUALIFICATIONS:

Bachelor's Degree involving major study in accounting, business or public administration, finance, economics, or relevant field. In rare situations, an individual without the requisite degree may qualify by demonstrating knowledge and abilities equivalent to the degree that have been attained through a combination of work experience and education.

College Career Graduate – Business, Finance, and Public Administration requires no professional experience.

Regulatory Analyst 1 requires one year of experience performing professional-level research and analysis or policy development and willingness to present information during public open meetings and testify and undergo cross-examination in formal legal proceedings.

Regulatory Analyst 2 requires three years experience performing professional-level research and analysis or policy development and the ability to present information during public open meetings and to testify and undergo cross-examination in formal legal proceedings.

Required Position Competencies:

Communication Skills - Conveys clear, timely, persuasive messages. Presents ideas effectively in formal and informal situations. Keeps supervisor and co-workers informed of need-to-know items; shares complete and accurate information with others. Effectively communicates complex issues, verbally and in writing.

Judgment and Problem-Solving - Recognizes problems and assists in developing and implementing appropriate solutions. Judges or infers appropriate responses to a set of information on the basis of clear guidelines or procedures.

Analytical Skills - Uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions and make sound decisions and policy recommendations. Ability to thoroughly investigate and accurately analyze complex financial concepts and accounting data prescribed by Generally Accepted Accounting Principles or accounting standards prescribed by federal agencies. Recognizes when pertinent facts are incorrect, missing, or require supplementation or verification. Distinguishes information that is not pertinent to a decision or solution and determines whether additional information would be useful or necessary. Forms accurate conclusions and makes appropriate recommendations regarding actions to be taken.

Critical Thinking - Makes sound decisions in a consistent and impartial manner. Accurately assess situations and determine an effective course of action in light of guidelines/procedures and consider changing technology and its effects on the regulated utility. Demonstrates balanced thinking that combines analysis, wisdom, experience and perspective; recognizes and carefully weighs prospective action; identifies options, and makes the best decision.

Reading and Writing Skills – Ability to read, comprehend, and accurately interpret written material, including complex financial and/or legal information. Edit written material to improve its clarity, organization, and compliance with the rules of English and the commission's Plain Talk principles and Style Guide. Write testimony in support of complex determinations, formal memos for open meetings, rules, policy papers, and orders to meet Commission requirements.

Required Agency Core Competencies:

Customer Focus – Responsive to both internal and external customers. Works with customer to identify needs; assumes responsibility for own role in meeting those needs. Ensures commitments to customers are met. Receptive to customer feedback.

Results Focus – Accepts personal accountability for individual results or share of team results. Manages workload and interpersonal relationships to achieve results: prioritizes tasks appropriately, overcomes obstacles, works with others as necessary, and meets deadlines and quality standards.

Communication Skills - Demonstrates communication skills (reading comprehension, writing, listening, speaking) appropriate to the position. Shows respect and courtesy in interpersonal communications.

Adaptability/Flexibility - Open to new ideas. Responds constructively to change and stressful situations. In consultation with supervisor, adjusts plans to meet changing needs.

Self-Development – Demonstrates proactive learning. Keeps knowledge and skills up-to-date. Solicits and accepts constructive feedback. Seeks developmental assignments to improve skills. Turns challenges into learning opportunities.

DESIRED QUALIFICATIONS – the UTC is most interested in candidates who have the following:

Initiative and a willingness to learn new subject matters.

Experience using computerized data processing systems; understanding of and ability to use computerized data (e.g., spreadsheets, Word, etc.) and conduct and analyze computer modeling.

Knowledge of:

- legal, economic, and regulatory framework in which regulated companies operate.
- state and federal laws, commission rules and regulations, and regulatory theory and principles pertaining to regulation of energy companies.
- financial and generally accepted accounting principles (GAAP) or accounting methods prescribed for regulated industries by governmental agencies.
- regulated industry business activities, legal constraints and trends.

SPECIAL NOTES:

Conflict of Interest: RCW 80.01.020 limits UTC's ability to employ any person who owns stock in any company the UTC regulates or is otherwise financially interested in such company. Such interests include those of an employee's spouse.

Authorization to Work: UTC may only hire those who are legally authorized to work in the United States.

Union Security: This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees (WFSE) and pay dues or as a non-member pay an agency shop fee, a non-association fee or a representation fee. The union shop provision shall be effective no later than the 30th day following the effective date of the appointment.

APPLICATION PROCESS: To be considered for this position, applicants must submit the following materials:

1. A cover letter describing how you meet the position qualifications for the level you are applying for (i.e., Regulatory Analyst 1 or 2 or College Career Graduate).
2. A résumé which includes your employment history.
3. Completed Supplemental Questionnaire (see below).
4. 3-5 Professional references with direct knowledge of your qualifications for this position along with current contact information for each. Please include at least one reference from a current and former supervisor, and one from a current or former peer.
5. The UTC appreciates your voluntary cooperation in filling out the applicant profile data form and submitting it with your application materials. This information is for reporting purposes only and is strictly confidential. To download the form click ****Applicant Profile Data form**

Please send your materials to:

Email is preferred	If email is not possible mail materials to
Email: Jobs@utc.wa.gov Subject Line: Recruitment # 01103006RA	Recruitment # 01103006RA Human Resource Office Washington Utilities and Transportation Commission PO Box 47250

	Olympia, WA 98504-7250
By submitting materials you are indicating that all information is true and correct. The state may verify information. Any untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed.	

QUESTIONS? Please call 664-1130 if you have any questions about this recruitment.

Visit these links to learn more about the UTC at <http://www.utc.wa.gov>,
the state of Washington at <http://www.experiencewa.com/home.aspx>
and the Olympia area at <http://www.experiencewa.com/cities/olympia.aspx>.

The Utilities and Transportation Commission is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial, and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Paula Gay at pgay@utc.wa.gov or 360 664-1130. Our statewide toll free TTY number is 800 416-5289.

SUPPLEMENTAL QUESTIONNAIRE – REGULATORY ANALYST

Please answer the following questions on a separate sheet(s) of paper and submit with your application materials.

1. Washington law establishes the criterion by which the Commission may order utility rates. See RCW 80.28.020. Please state the criterion in fifteen words or less.
2. Chapter 480-07 of the Washington Administrative Code contains the procedural rules for matters before the UTC. Which specific section (i.e. WAC 480-07-###) describes the information that must be included by an electric utility in a general rate case?
3. Please refer to WAC 480-100-238. What does IRP stand for? Is public participation either essential or desirable during development of an IRP?
4. Explain your experience in writing, reviewing, publicly presenting and defending reports or recommendations on complex issues.
5. Please describe in less than 100 words your experience and knowledge of the general business activities, legal constraints, and trends in the electricity industry.
6. Please describe in less than 100 words your experience and knowledge of the general business activities, legal constraints, and trends in the natural gas industry.
7. With reference to the paragraph in this Recruitment Announcement under the heading Position Role and Responsibilities, please state in less than 100 words why this position appeals to you.